



Job Posting

Position Title: Finance Manager

Reports To: Drew Harpool, Director of Fiscal Strategy

Location:

Tennessee Department of Education
710 James Robertson Parkway
Nashville, TN 37243

Position Description:

The finance manager will perform complex professional accounting and budgetary work in directing the accounting operations of the Achievement School District, the operations of which are financed through a variety of funds, or performs highly technical professional accounting and related work in review, installation, and coordination of agency cost accounting systems, for compatibility with state accounting system guidelines.

Specific Position Responsibilities:

- Performs complex reconciliations of general ledger accounts against transaction queries, researched information, information provided by outside vendors, and individual transactions in electronic databases.
- Prepares complex financial activity reports for use by internal and external customers.
- Processes high-risk, high-volume, and/or complex transactions to ensure accurate entry.
- Monitors reported expenditures of sub-recipients grant funds and other program funds for allowable and accurate reporting.
- Analyzes complex general ledger transactions to ensure and verify the accurate recording and/or application of funds.



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-Interprets federal and state laws, rules, and regulations for internal and external customers to facilitate compliance external customers.

Qualifications:

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in accounting and experience equivalent to three years of full-time professional accounting or auditing work.

OR

Education and Experience: Graduation from an accredited college or university with a bachelor's degree including thirty-six quarter hours in accounting and experience equivalent to three years of full-time professional accounting or auditing work.

Substitution of Graduate Education for Experience: Graduate coursework credit received from an accredited college or university in accounting may substitute for the required experience on a month for month basis to a maximum of one year (e.g., 36 graduate quarter hours in the above listed field may substitute for one year of the required experience).

OR

Designated as a Certified Public Accountant (CPA) and experience equivalent to 1 year of full-time professional accounting or auditing work

Successful candidate will exhibit the following:

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.



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To Apply:

Please e-mail a cover letter, resume, and contact information for three professional references to drew.harpool@tn.gov.

Pursuant to the State of TN's policy of non-discrimination, the Department of Education does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.